19544-46 **File No.** 7258/36

B CLASS P. W. **DEPARTMENT**
& **BRANCH** (11)

Subject:— Absenteeism
Govt. Industrial undertakings.
Information re:—

B K 1/46

& (11).

File No. 7258/36

Eld. Scott. Slip. 94 A

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. 7258/36

P. W. DEPT.

E BRANCH. (1)

References :—

Date	To whom sent.	Notes and instructions.

Copy of a letter from the Government of India, Deptt. of Labour, No.L-S.3, dated the 14th November 1944.

Subject:- Collection of data on "Absenteeism" in industrial undertakings in India.

"I am to send herewith:-

(i) A definition of "Absenteeism"

(ii) The form on the subject approved by the Standing Labour Committee.

2. It is requested that these may kindly be forwarded to such industrial undertakings as maintain this data, and they may be advised to adopt them for uniformity. A list of such undertakings may kindly be furnished to this Department as soon as available."

DEFINITION OF ABSENTEEISM.

For calculating the rate of absenteeism we require the number of persons scheduled to work and the number actually present.

"A worker who reports for any part of a shift is to be considered as present."

"An employee is to be considered scheduled to work when the employer ~~xxxxxxx~~ has work available and the employee is aware of it, and ~~when~~ where the employer has no reason to expect, well in advance, that the employee will not be available for work at the specified time. The following examples will illustrate the application of this principle. An employee on regularly scheduled vacation should not be considered as scheduled to work or absent. The same is true during an employer ordered lay-off. On the other hand, an employee who requests time off at other then a regular v cation period should be considered as absent from scheduled work until he returns, or until it is determined that the absence will be of such duration that his name is removed from the list of active employees. After

this date he should be considered as neither scheduled to work nor absent. Similarly, an employee who quits without notice should be considered as absent from from scheduled work until his name is dropped from the active list, but preferably this period should not exceed one week in either case. If a strike is in progress, workers on strike should be considered as neither scheduled to work not absent, since data on time lost because of strikes is collected by other means."

In cases where Badli Labour is existent only permanent labourers are to be considered as scheduled to work. The number of scheduled permanent workers and the number of them absent are to be given. The number of reserve workers and the number of those substituted for permanent workers are to be given separately. The percentage of Badli labour employed to their total number and the percentage of the same to the scheduled to work should also be given along with the figures of absenteeism for a proper appreciation of the problem in regions in which Badli system is prevelent.

The absenteeism rate is defined as the total manshifts lost because of absences as a percentage of the total number of manshifts scheduled.

Monthly Report on Absenteeism.

1. Return for the month of .....place--------

2. District----------province----------

3. Name of undertaking----------Perennial---------

4. Industry ----------Seasonal----------

5.

1st shift.	2nd shift.	3rd shift.	No. of cases of absence due to. Sick-ness or Acci-dent.	Leave other than holi-days.	Social or Reli-gious causes.	Other Caus-es.	No. of cases of late arrival.

P.T.

Total number of man shifts scheduled for work for the month.

Total number of man shifts absent for the month.

6. Division of absence cases by groups based on monthly Earnings.

Those Earning below Rs.15.

" Rs. 15 but not above Rs.30.

" Rs. 30 ---------- -Rs. 45.

Individual Card.

Name----------Normal place of residence------Place in which the undertakingis situated----------
Mofussil---------- Occupation----------

YEAR 194.../194...

ABSENCE RECORD.

Sickness or accident-A
Leave other than recognised holidays-B
Social or religious causes-C
Other causes-D
Lateness-L

Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
				4+5	6	7	8	9	10	11																					

Individual Card.

MONTHLY SUMMARY.

Month	Number of cases in which absence was due to				No.of occasions of late arrival.	Total bearings for the month.
	Sickness or accident.	Leave other ref. hol.	Social or religious causes.	Other Causes.		
TOTAL.						

INSTRUCTIONS.

The monthly report should oover wage Earners and exclude salaried personnel. On the space provided enter the number of wage earners sceheduled to work. This number in general will be greater than the number which actually worked, since it will include those who were absend . If no wage earners were schedule to work on anyparticular day on shift, leave the space blacnk.

In entering the number of workers absent, please note that a worker who reports for any part of a shift is to be considered as present has been defiendin this way so that daily force report or count of time can used to supply the desired information.

Copy of a letter from the Government of India, Department of Labour, No.L-S.3, 10th January 1945.

Subject:- Collection of data on "Absenteeism" in industrial undertakings in India.

....

"In Continuation of this Department letter No. L-S 3, dated the 14th November 1944 enclosing forms for the collection of statistics of "Absenteeism" I am to forward herewith a few supplementary notes prepared by the statistician of this Department for your information and guidance."

'Forms' for collection of statistics of absenteeism.

Explanatory Note.

.....

Definition of absenteeism rate

Absenteeism rate is defined as the ratio of total man-shifted(vide below)'lost' on account of absenc es to the total number of mean-shifts scheduled, the ration ratio being expressed in percentage. A man -shift should be considered to be 'lost' if the worker scheduled for the shift does not turn up, quite irrespective of the fact whether or no his vacancy is filled by a substitute.

Man-shift is defined in the same manner as man-days. Thus, if 50 men work on each of two-shifts the total man-shifts worked is gven by 50x2=100.

Procedure for making entries in the forms.

In reckoning 'absenteeism' only permanent workers who have their names enrolled in the muster rolls are to be taken into account.

For each permanent worker an individual attendance card and a monthly summary should be prepared. The monthly summary should be on the reverse of the 'attendance card'. The entries on the

monthly summary for all the permanent workers will provide the necessary data for furnishing the monthly report on absenteeism.

INDIVIDUAL ATTANDANCE CARD: An entry should be made only in case a worker is scheduled for work'. The term 'scheduled for work' has been explained in the latter part of the 'Definition of Absenteeism' already sent; in the form of examples to illustrate the application of the principle.

If a worker who was scheduled for the work presents himself for work in time, a 'P' mark should be made in the appropriate square for the day. On the other hand if he is late, the mark 'L' should be made, if he is absent, the mark to be made will depend upon the cause of absence. Thus if absence is due to sickness or accident the letter 'A' will be indicated in the appropriate square and similarly for other causes. Entries will thus be made for the whole month.

At the end of the month a summary will be prepared in the manner indicated on the reverse of the attendance card, for each worker.

Earnings In cases where payment is weekly it may be difficult to reckon monthly earnings. In such cases the aggregate earnings for four full weeks may be given; it is however important that the period for which the absenteeism report is sent should also be the same.

'Normal place of residence' In the individual attendance card the entry 'normal' place' is to be clarified as either the 'place in which the undertaking is situated' or 'Native village'. The detail

will be useful when considering the question whether distance from place of residence affects in any way persistant lateness. If the persmson is residing in the same place where the undertaking is situated ~~mo~~ffussil is to be struck off; in the other case, the first is to be struck off.

'Employee' occurring in the definition of absenteeism' means 'worker' as defined in the Factories Act, 1934.

Shifts: If difficulty is encountered in giving details separately for each shift, aggregate figures for all shifts may be given.

Monthly reports may kindly be sent m to the Under Secretary Department of Labour, Simla.

If any other point requires clarification reference may kindly be made to the Under Secretary, Department of Labour, Simla.

N.B.- Please note that the heading '~~ordering~~ order Causes' appearing in the monthly summary form is a typographical error for "other causes"

No. 8435/34/1165-E.
Political and Services Department.
Bombay Castle, 29th January 194 5.

Forwarded to:-
The Commissioner of Labour, Bombay,
The Revenue Department,
The General Department,
The P.W.D.

for information and guidance, in continuation of this Department endorsement No. 8435/34-E, dated 13th January 1945.

By order of the Governor of B'bay,
Sd/-
For Secretary to the Government of Bombay,
POLITICAL AND SERVICES DEPARTMENT.

E.B.(II)

SUBMITTED
2. The necy. draft put up may issue, if approved.
Id:
31/1/45.

Copy of a letter from the Government of India, Department of Labour, No.L.S.3, dated the 4th November 1946.

----x----x---

Subject:-Collection of data on "Absenteeism" in Industrial undertaking in India.

"With effect from 1st October 1946 a new organisation known as the Labour Bureau has been set up as an attached office under the Labour Department. It is one of the functions of the Bureau to collect data on 'Absentieesm in industrial undertakings in India. It is, therefore, requested that necessary instructions may be issued to all industrial undertakings who are maintaining data on 'Absenticesm' to send their returns henceforth to the Director, Labour Bureau, Government of India, Department of Labour, Simla."

--x--x--

No.8435/34/30537-E.
Political and Services Deptt.
Bombay Castle, 16th Nov. 1946.

Forwarded with compliments to:-

The Commissioner of Labour, Bombay,
The Revenue Department,
The General Department,
The Public Works Department,

in continuation of this Department endorsement, No. 8435/34/0083-E, dated the 8th May 1945.

The Commissioner of Labour is requested to communicate the instructions contained in the Government of India letter to the industrial undertakings which are maintaining a data on 'Absenteeism'. A list of such undertakings as already called for should be forwarded to this Department with the least possible delay.

By order of the Governor of Bombay,

Sd/-

for Chief Secretary to the Government of Bombay,

POLITICAL AND SERVICES DEPARTMENT.

E.B.(II)

The draft put up may issue, if approved.

B.(II)
11

Id: 20/11/46.

I.A.82-/6

Copy of a letter from the Government of India,Department of Labour, No.L.S.3, dated the 4th November 1946.

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Subject:-Collection of data on "Absenteeism" in Industrial undertakings in India.

"With effect from 1st October 1946 a new organisation known as the Labour Bureau has been set up as an attached office under the Labour Deptt., It is one of the functions ~~of~~ of the Bureau to collect data on 'Absenteeism in industrial undertakings in India. It is, therefore, requested that necy., instructions may be issued to all industrial undertakings who are maintaining data on 'Absenteeism' to send their returns henceforth to the Director, Labour Bureau, Government of India, Department of Labour, Simla."

------x-----

No.8435/34/30537-E.
Political and Services Deptt.,
Bombay Castle, 16th Nov.1946.

Forwarded with compliments to:-
The Commissioner of Labour, Bombay,
The Revenue Department,
The General Department,
The P.W.D.
in continuation of this Department endorsement, No. 8435/34/9088-E, dated the 8th May 1945.

The Commissioner of Labour is requested to communicate the instructions contained in the Govt. of India letter to the industrial undertakings which are maintaining a data on 'Absenteeism'. A list of such undertakings as already called for should be forwarded to this Department withthe least possible delay.

By order of the Governor of B'bay,
Sd/-
for Chief Secretary to the Government of B'bay,
POLITICAL AND SERVICES DEPARTMENT.

No.7258/36-E(II). PUBLIC WORKS DEPARTMENT,
Bombay Castle, 26th November 1946.

Copies forwarded to the Public Health Engr., to Govt.,for information and guidance in continuation of Govt. endorsement No. 7258/36-E(II), dated the 20th March 1946.

By order of the Governor of B~~B~~bay,
Sd/-
for Deputy Secretary to the Government of Bombay,
PUBLIC WORKS DEPARTMENT.